

Appendix 1 **ECF Quick Reference Sheet**

Help Desk

The ECF Help Desk for the District of Colorado is available Monday thru Friday, from 8:00 a.m. to 5:00 p.m. (Mountain Time)

Toll Free Number: 1-866-365-6381

Phone Number: 303-335-2050

E-Mail Address: cod_cmecf@cod.uscourts.gov

Eight Basic Steps for Filing a Civil/Criminal Document in ECF

1. Select the Type of Document to File
2. Identify the Case for Which the Document is Being Filed
3. Designate the Party for Whom the Document is Being Filed
4. Specify the PDF Document to File
5. Additional ECF Information
6. Modify the Docket Text as Necessary
7. Submit the Document to ECF
8. Receive the Notice of Electronic Filing

Appendix 1

ECF Quick Reference Sheet (Continued)

Submitting an Initiating Document.

- To file a new complaint (or Notice of Removal), users must use ECF to electronically open a new case before filing the initiating document. **(Note: pro se filers CANNOT open their cases electronically.)**
- After creating the case, the user shall e-file the initiating document and any attachments (i.e. civil cover sheet, summonses, exhibits, etc).
- The appropriate filing fee shall be paid via Pay.gov when the initiating document(s) are e-filed.
- For sealed cases and a number of miscellaneous cases, users shall review the ECF Procedures and the User Guide – Attorney Case Opening documents.

User Data Quality Checklist

1. Review Docket Entry
 - Was the correct event used?
 - Does the title of the document match the docket entry?
 - Were the correct filer and attorney chosen?
 - Is the case number and case style on the document correct?
 - Was the document linked correctly?
2. Open and Review Document
 - Is the document legible?
 - Were the attachments added correctly and named properly?
 - Was the document filed in the correct case?
 - Is the case number and case style on the document correct?
 - Does the signature line contain the s/signature?

Submitting a Proposed Order

Pursuant to **D.C.COLO.LCivR 7.1(g)**, a proposed order may be submitted electronically in ECF as an attachment to the motion requesting the relief to be ordered. Users shall review the judicial officer's Practice Standards and the proposed orders sections of the ECF Procedures for the District of Colorado for more information and for chambers e-mail addresses.